**TOWSON UNIVERSITY - PROMOTION, TENURE, REAPPOINTMENT AND MERIT COMMITTEE**

**DEPARTMENT CHECKLIST**

**ART APPENDIX III REFERENCES TO DEPARTMENT PTRM POLICIES AND PROCEDURES**

|  |  |  |  |
| --- | --- | --- | --- |
| **✓** | **[College/ DEPARTMENT Names here]** | **Page in ART: APPEN. 3****(03.01.11)** | **Page in Dept. PTRM doc.** |

1. **Membership of the Departmental committee(s) for Promotion, Tenure/Reappointment and Merit:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | * 1. Composition
 | 3-30 |  |
|  | * 1. Election of committee members, including dates and method of vote
 | 3-30 |  |
|  | * 1. How alternates are chosen/vacancies filled
 | 3-30 |  |
|  | * 1. Eligibility and term
 | 3-30 |  |

1. **Policies and procedures:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | * 1. Confidentiality
 | 3-1 |  |
|  | * 1. Definition of quorum
 | **\*** |  |
|  | * 1. Evaluation Portfolio materials required for submission
 | 3-2-7 |  |
|  | * 1. Voting privileges of faculty on sabbatical or other leave
 | 3-10 |  |
|  | * 1. Procedure for evaluation of teaching by peers
 | 3-12 |  |
|  | * 1. Procedure for evaluation of teaching by students
 | 3-12 |  |
|  | * 1. Procedures for deliberation **on evaluation of Portfolios** and department/college standards
 | 3-15 |  |
|  | * 1. Voting procedures **& clearly define what constitutes a majority vote.**
 | 3-15 |  |
|  | * 1. **Inclusion of AR forms consistent with ART and any other department forms used for evaluating performance or tabulating information**.
 | **\*** |  |
|  | * 1. Schedule and procedures for third-year review
 | 3-22-23 |  |
|  | * 1. Reporting to candidates
 | 3-25 |  |
|  | * 1. Role of department committee chair
 | 3-25 |  |
|  | * 1. Role of department chair
 | 3-25 |  |
|  | * 1. Schedule and procedures for comprehensive (five-year) review
 | 3-26-28 |  |
|  | * 1. Relationship between rank and merit committees, if they differ
 | 3-30 |  |
|  | * 1. Review of document
 | 3-31 |  |
|  | * 1. Appeal procedures: Promotion, Tenure, Review, Merit
 | 3-31-33 |  |
|  | * 1. Vote on approval of this document when it is new or revised
 | 3-9 |  |

1. **Department Standards:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | * 1. Specific standards and criteria for evaluation that apply to all faculty in the department for tenure and promotion to each rank. Procedures for evaluation of individual differences and differences in specialization as represented by AR/CAR Part II if any variances are considered necessary by the department.
 | 3-10-14 |  |
|  | * 1. Specific standards and criteria for evaluation for merit at each level. Procedures for evaluation of individual differences and differences in specialization as represented by AR/CAR Part II, if variances are considered necessary by the department.
 | 3-17-19 |  |

1. **Calendar:** Department calendars must comply with the TU Promotion and Tenure Calendar, and specify the following dates:

|  |  |  |  |
| --- | --- | --- | --- |
|  | * 1. deadline for application for consideration for promotion and/or tenure
 | 3-23 |  |
|  | * 1. deadline for the election of department committee members
 | **\*** |  |
|  | * 1. approval of non-department PTRM members
 | 3-30 |  |
|  | * 1. due date for Evaluation Portfolio
 | 3-34-37 |  |
|  | * 1. dates from the university calendar with which the department must comply
 | 3-34-37 |  |
|  | * 1. deadline for revision of document
 | 3-31 |  |

**\* Department committee needs to specify**

For University PTRM Committee Only [**FORM 11.11.11]**

 Approved Not approved Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Approved but clarifications needed. Revised document to be submitted by Dean to SharePoint by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_